



## CITY OF FORT LAUDERDALE SPECIAL EVENT APPLICATION

Submit a **COMPLETED APPLICATION**, SITE PLAN and SITE PLAN NARRATIVE by email **60 days** before your planned event. Events Planned for July or August must be submitted by **May 1st**.

After you submit the application with your fee you will be contacted to meet with the Special Events team to review:

1. Facility/Location requested
2. Compliance with City ordinances
3. Special permits required
4. Other Charges for City Services
5. Security requirements
6. Environmental issues/effects on surrounding areas

### Fee must accompany application

At least 60 days prior to event  
**\$200.00**

59 to 30 days prior to event  
**\$400.00**

Less than 30 days prior to event  
**Denied unless approved by City  
Manager or designee**

### PART I: EVENT REQUEST

**Event Name** Fort Lauderdale Under the Stars

Purpose of event (check one): ☐ Fundraiser ☐ Awareness ☐ Recreation ☒ Other - entertainment

Expected maximum attendance 2,800 Expected sustained attendance 2800

Has this event been held in the past? ☒ Yes ☐ No

If yes, please list past dates, locations and attendance: 2017 - Sydney Australia (5,300 guests), NYC (5,000 guests), Paris (8000 guests), Montreal (5,000), Philadelphia (5,300), Edmunston: 1,000,

**Detailed Description** (Activities, Vendors, Entertainment, etc.)

Unique food and entertainment 'picnic' with food, champagne & wine, music, entertainment. Creates sharing and community unity; creates pedestrian traffic at chosen venue and surrounding area

**Location** Huizenga Park, Fort lauderdale

Date and Time	DATE	DAY	BEGIN	END	Attendance
SETUP:	October 13	<u>Saturday</u>	<u>5:00AM/PM</u>	<u>10 AM/PM</u>	10-15
EVENT DAY 1:	<u>October 13</u>	<u>Saturday</u>	<u>2:00 AM/PM</u>	<u>10:00PMAM/PM</u>	2000 - 2800
EVENT DAY 2:	_____	_____	_____AM/PM	_____AM/PM	_____
EVENT DAY 3:	_____	_____	_____AM/PM	_____AM/PM	_____
BREAKDOWN:	<u>October 13</u>	<u>Sunday</u>	<u>10PM</u> AM/PM	<u>11PM</u> AM/PM	_____

\*events scheduled for more than 3 days will be subject to special council approval

### PART II: APPLICANT

**Organization Name** T2 Media & Entertainment **Phone:** 302.525.8209  
 For-Profit ☐ Non-profit ☐ Private ☒ (as registered)

**Address:** 7520 NW 5 ST **City, State, Zip:** Plantation, FL 33317

Date of registration: September 2008 State registered in: DE Federal ID #: 98 0594747

Email Address: steve@trimaxinc.com Fax: \_\_\_\_\_

**Two Authorizing Officials for the Organization**

President: Stephen Padveen Phone: 310-488-5817

Secretary: Susan Rakita Phone: 954.789.9544

**Event Coordinator** Name Richy Miranda-Cortese Will you be on-site? ☒ Yes ☐ No

Title: Director, T2 Sports & Entertainment Phone: 787-462-9828

Cell: same

E-mail address: rmiranda@t2marketinginternational.com

Fax: \_\_\_\_\_

**Additional Contact** Name Ken McCormack Will you be on-site? ☒ Yes ☐ No

Title: Partner Phone: 954.789.9507 Cell: same

E-mail address: ken@t2marketinginternational.com

Fax: \_\_\_\_\_

**Event Production Company** (if other than applicant): Same

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ (night) \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address: \_\_\_\_\_ Fax: \_\_\_\_\_

**PART III: EVENT INFORMATION**

All City permits must be obtained through the City's Department of Sustainable Development Building Services Division using the Building Permit Form - Apply and pay for the permits at least 30 days before the event. Contact the DSD Building Services Division (954) 828-5191 with any questions.

**Admission** ☒ Yes ☐ No If yes, how much? \$ TBD

\* All events that are hosted by a for profit will be subject to a fee equal to 20% of their gross profits from the event within 30 days of the conclusion of the event.

**Alcohol For Sale** ☐ Yes ☐ No **Alcohol For Free** ☐ Yes ☐ No

If yes, how will the beverages be controlled and served? (Draft truck, bar tender, beer tub, etc.)

Pre-sold champagne and wine

\*Provide State of Florida alcohol licenses and \$500,000 of Liquor Liability Insurance 30 days before event.

**Amusement Rides** ☐ Yes ☒ No

If yes, name and contact of company: \_\_\_\_\_

What type of rides are you planning? \_\_\_\_\_

\*Florida Bureau of Fair Rides, Ron Jacobs (850) 921-1530 must be contacted 30 days before the event to schedule inspections and final approval of all vendors and rides prior to use.

**Electricity** ☐ Yes ☐ No TBD upon viewing current set up  
\* Events requiring electricity must be permitted. [eventpower@fortlauderdale.gov](mailto:eventpower@fortlauderdale.gov)

Company: \_\_\_\_\_ License #: \_\_\_\_\_

Name of electrician: \_\_\_\_\_ Phone: \_\_\_\_\_

**Entertainment** ☒ Yes ☐ No  
If yes, what type of entertainment will be there? Any notable performers?

Jazz Trio, Lounge DJ and dance group

**Fencing or Barricades** ☒ (ropes & poles) Yes ☐ No  
\* Include proposed fences in your Site Plan & Narrative

**Fireworks & Flame Effects** ☒ Yes ☐ No

Name & Contact of Company conducting the show: TBD  
\*A permit and Fire Watch is required for all pyrotechnics displays. [firemarshal@fortlauderdale.gov](mailto:firemarshal@fortlauderdale.gov)

**Food Vendors** ☐ Yes ☒ No  
\* State Health Dept. John Litscher at (954) 632-8094 must be notified 10 days prior to event. All Food Vendors must be inspected by the Fire Rescue Department, Capt. Bruce Strandhagen at (954) 828-5080 to ensure compliance prior to serving food. A fire extinguisher is required for each food booth. If a propane tank is used for a fuel source, it must be secured on the outside of the booth. Inspections during non-working hours cost will cost \$75 per hour.

**Music** ☒ Yes ☐ No  
If yes, what music format(s) will be used? (amplified, acoustic, recorded, live, MC, DJ, etc):  
live, DJ

List the type of equipment you will use (speakers, amplifier, drums, etc):

Back line to be provided in accordance with sound ordinance

Days and times music will be played: October 13, 2018 - 3PM - 10:00AM

How close is the event to the nearest residence? TBD - boundaries of park area

Soundproofing equipment? ☐ Yes ☒ No

**Parking Impact** ☐ Yes ☒ No  
\*All Parking Spaces that are impacted by an event will be billed to the event organizer through the Transportation & Mobility Dept. and must be paid in full before the event. [eventtam@fortlauderdale.gov](mailto:eventtam@fortlauderdale.gov)

**Road Closings** ☒ (Limited time as buses arrive) Yes ☐ No Which roads? TBD  
\*Closing roads requires submitting an approved Maintenance of Traffic plan to the Special Events Director for each agency affected BEFORE the Commission will vote on it. Some Forms and instructions can be found in the Special Events manual Appendix. To expedite the process you may want to select a pre-approved MOT plan.







If a Fort Lauderdale Police Vehicle is required then a Hold-Harmless Agreement must be signed and Liability coverage of a minimum of ONE MILLION DOLLARS must be provided.

Security Plan ☒ Yes ☐ No

Security Company ☒ Yes ☐ No

Name \_\_\_\_\_ TBD \_\_\_\_\_ Contact \_\_\_\_\_ Phone \_\_\_\_\_

#### PART V: APPLICANT'S ACCEPTANCE

The information I have provided on this application is true and complete to the best of my knowledge. If I have not submitted my application within the deadline and according to the rules outlined in the Special Events Manual it may be denied.

Before receiving final approval from the City Commission, I understand that I (and the production company, if applicable) must furnish an original certificate of General Liability insurance naming the City of Fort Lauderdale as additionally insured in the amount of at least one million dollars (\$1,000,000) or greater as deemed satisfactory by the City Risk Manager, and an original certificate of liquor liability insurance in the amount of five hundred thousand dollars (\$500,000) if alcohol is being served. Other liability insurance and fees may also be required up to 30 days in advance of the event.

I understand that a City of Fort Lauderdale Parks and Recreation sponsored activity has precedence over the event requested above and I will be notified if any conflicts arise.

I understand that the City of Fort Lauderdale Police Department will determine all security requirements and that Emergency Medical Services is required by City Ordinance to be onsite during all special events.

Any cancelations need to be made by phone to each department representative providing services at least 24 hours before the scheduled event time or the organizer will be liable for any associated fees.

I understand that the City has a noise ordinance. If at any time during the event it is determined by law enforcement personnel, code enforcement personnel, parks and recreation personnel, or any other city representative that the entertainment or music is causing a noise disturbance, I will be directed to lower the volume to an acceptable level as determined by City staff. If a second noise disturbance arises during the event, I may be directed to shut down the music or entertainment for the remainder of the event. I agree to abide by all provisions of the noise control ordinance and understand that my failure to do so may result in a civil citation, a physical arrest, or the shutting down of the event.

Ken McCormack  Partner  
Name of applicant Title

February 12, 2018 Feb 13/2018  
Date

**Email** completed application at least 60 days ahead of your planned event to:

[events@fortlauderdale.gov](mailto:events@fortlauderdale.gov)

Please mail the application fee (payable to the City of Fort Lauderdale) to:  
Jeff Meehan, Special Events Coordinator  
1350 W. Broward Boulevard, Fort Lauderdale, FL 33312

Phone: (954) 828-6075 Fax: (954) 828-5650

Please include the following with the application if necessary:

\* Event Site Plan & Narrative – Including stage(s), other entertainment locations, activities, booths, restrooms, canopies, dumpsters, fencing, generators, etc.

\* Maintenance of Traffic plan - Including the placement and number of barricades, signs, directional arrows, cones, message boards, and name of the barricade and/or traffic signs company being used.

*Klu*